

MINUTES
STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES
Tuesday, January 12, 2021, 1:00 p.m.
Meeting via Zoom

Please contact the library in advance for the Meeting ID and Passcode.
Zoom link:

<https://zoom.us/j/95744008716?pwd=VEg2MVREdFZkcjRyYb1paZmNpcGZ3Zz09>

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:02 p.m.

No public present.

Members Present: Maureen Davey, Chair; Lynda Grande, Kathleen Ralph, Linda Halstead Acharya, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes –
 - a. November 10, 2020 – Lynda moved to approve the minutes as written. Kathleen seconded. Motion passed.
 - b. November 24, 2020 – Linda moved to approve the minutes as amended. Lynda seconded. Motion passed.
 - c. December 8, 2020 – Lynda moved to approve the minutes as amended. Lynda seconded. Motion passed.
2. Communications - None
3. Financial reports - No discussion
4. Library Director's Report – Brief discussion held.
 - a. Next round of hiring for library clerk to open January 25th. One more trustee to be added to hiring committee. Lynda moved to increase Jessie's work schedule to 24 hours a week upon Jessie's and the county's approval. Linda seconded. Motion passed.
5. Unfinished Business:
 - a. Covid and operational status reevaluation – Kathleen moved to return to unlocking the door with continued mask enforcement, new Covid-related signage, and a 10-patron limit. Upon receipt of HEPA air purifiers, patron limit will increase to 20. Lynda seconded. Motion passed.
 - b. New Building Committee Report – Presented.
 - c. New Library Space Requirements
 - i. Board Vote on Space Requirements - Kathleen moved that a letter to the Commission be drafted by the New Building Committee to be presented to the entire Board for approval and signatures. Lynda seconded. Motion passed.

- d. Trustee / Staff Communication – Polite reminders will be given to individual Board members when issues/~~questions~~ requests should go before the entire Board instead of straight to the director/staff.
6. New and Miscellaneous business:
 - a. Makerspace – Intro given for the possibilities in a makerspace and the benefits to county residents.
 - b. Mission Statement – The current and draft mission statement will be compared by the Board and discussed in February.
 - c. Library Grants / Funding
 - i. 501(c)3 – Lynda shared information that states libraries can receive donations as a nonprofit. Discussion was held regarding creating a true foundation instead of a Friends of the Library. Lynda also mentioned that the county provides a list of grant opportunities the library should look into.
 - d. Library Spokesperson for Future Library Expansion – Maureen will contact Board members when pertinent county meetings arise and a spokesperson will be designated.
 - e. Resolution – Kathleen moved that the resolution document will be held at the library for all Trustees to sign. Angie seconded. Motion passed.
 - f. Logo – Lynda moved that the library will respectfully decline from using the new county logo at this time. Linda seconded. Motion passed.
 - g. Policy for deposits – A policy will be presented for Board approval in February.
 - h. County holidays: Martin Luther King Jr. Day, Monday, January 18th, Presidents' Day, Monday, February 15th
7. Announcements
 - a. New Commission Library Representative: Tyrel Hamilton
 - b. Monthly In-person Department Updates to Commission
 - c. New County Webpage Live Mid-January
 - d. Library took 3rd in the parade
 - e. Tim Whalen and Perry Helt donated time to take down the gazebo awning.
8. Adjournment - The meeting was adjourned at 3:12.

Next Meeting February 9, 2021

Action items:

- Jen to ask Carol Arkell if Covid funds are available for air purifiers, door opener, and AT&T hotspots.
- New Building Committee to draft letter to commission.
- Jen to let commission know the library will decline use of the new logo at this time.
- Jen to ask Pam regarding deposits for building fund
- Lynda to forward information regarding libraries receiving donations/grants
- Jen to forward current and draft mission statements for side-by-side comparison to the Board
- Jen to draft a deposit policy